Instructions for using the ACES Ordering Sharepoint Site:

I know this breaks all the IT Security rules but you are less likely to experience problems with the Sharepoint application if you use the Microsoft i.e. browser.

To access the ACES Ordering site, click on the following link:
https://fpdsp3.gsfc.nasa.gov/ACES400/Lists/BuildsOfComputers/POC.aspx

A login box will appear. Use ndc\ with your NASA userid, (example - ndc\cczarnec) and your domain password to access the system. Once you are in the Sharepoint site, you will see a table/spreadsheet with all the customers in your organization who currently have ODIN seats (the data in the table comes from the existing ODIN database.)

For each record in your organization, click the spreadsheet icon in the edit column (column 1) and an editable form will appear. The data that is pre-populated in the form is data from ODIN and is the current ODIN configuration/service level for the individual.

Important ACES Assumption: The Agency and HPES made the assumption that if someone is currently an ODIN customer, then the S or M seat should easily meet their requirements. The B and X-B seats are intended for those customers who are not currently ODIN customers because ODIN could not meet their requirements. If you determine that an individual in your organization absolutely requires a B or X-B seat, please contact me so I can understand the concerns and take your requirements to the ACES team at GSFC.

The first three (1,2,3) fields in the form are the names of the ACES Primary and Alternate POCs which we populated from the data provided at Monday morning's meeting. You will only see records where you are the Primary or Alternate POC.

The next three fields (4,5,6) are the customer's name fields.

The next field (7), <Org>, is the **funding** organization for the customer's seat. If the funding org is incorrect, please change the <Org> to the appropriate funding org.

The next field (8), <Equivalent ACES Seat Type>, is the proposed seat type for the customer based on the configuration of the current ODIN seat. Please select either an S or an M seat. See the information below for information on the S seats and the M seat. S seats are the Windows and MAC desktops and the **standard** weight Windows and MAC laptops, where **no modifications** are required. If the customer requires a lightweight or a super lightweight laptop or a tablet, you will need to order an M seat. If they request a desktop or a standard laptop, but require a larger monitor, order an M seat. If the customer requires a workstation, order an M seat. Detailed specification information for the S seats and the M seats are at the following link: http://fpd.gsfc.nasa.gov/odin_to_aces.html

Also, if you need help determining a seat type, please contact me and I will help you make the determination.

➢ **WINDOWS**

- Windows <u>Desktop</u> Lenovo ThinkCentre M81 **(S or M)**

- Windows <u>Laptop</u> HP ProBook 6550b **(S or M)**

- Windows <u>Lightweight Laptop</u> Lenovo ThinkPad T420 **(M)**

- Windows <u>Workstation</u> HP Z400 Class Workstation **(M)**

- Windows <u>Tablet</u> HP Tablet **(M)**

➢ **APPLE**

- Apple <u>Desktop</u> Apple iMac Desktop 27" **(S or M)**

- Apple <u>Laptop</u> Apple MacBook Pro 15.4" **(S or M)**

- Apple <u>Lightweight</u> Laptop Apple MacBook 13.3" **(M)**

- Apple <u>Workstation</u> Mac Workstation **(M)**

Field 9, <Seat Type>, allows you to select desktop, laptop or workstation.

The next field (10), <Architecture>, contains the operating system for the ACES system. You may select Linux, MAC, or Windows.   *If you select Linux, you must select an M seat.*

The next field (11), <Monitor>, allows you to select whether the customer requires a Regular monitor, a Premium monitor (20 inches or larger), or no ACES monitor (NONE). *If selection is other than Regular, you must select an M seat.*

Field 12, <Platform>, allows you to select whether the laptop customer needs a standard laptop, a lightweight or mid-weight laptop, a tablet device, a high end mobile engineering workstation or a rugged laptop option. *If selection is other than standard laptop, you must select an M seat.*

Field 13, <Application Software>, allows you to select the ACES standard software suite, or no ACES standard software. Almost all S or M seats will include the ACES standard software suite. *If you select NO ACES standard software, you must select an M seat.*

Field 14, <Elevated Privileges>, is the field where you will input the customers need for elevated privileges. The default will be NO, since elevated privileges increases our security risks. However, if a customer really feels they require elevated privileges to do their job, please select YES and if the customer is uncertain, or wants elevated privileges and does not have a strong requirement, select UNKNOWN. Please explain to customers that elevated privileges will be granted only if it is determined that the customer requires elevated privileges to perform their job duties, have taken the appropriate

training and has received appropriate authorizations. Also, advise customers of ACES capability to allow temporary elevated privileges.

Finally, if you have *not made any changes to the form*, click <No Changes> and then click the <Okay> button. You are now finished with that record. If you have made changes from the original form, select <Changes>, then click the <Okay> button. The application will record the changes and will take you back to your customer list.

If you have problem with the Sharepoint ACES ordering application, please call Bill Norton at 6-2007. If you need help determining seat selection, please contact Angela Hess, Holly Wyrostek or me. We will do our best to help you make the best possible selection for your customer. I hope you find this application helpful. Thanks for attending the meeting and for your continued cooperation.